



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

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Tribal Health Director

Location: Lac Courte Oreilles Community Health Center

Posting Date: January 23, 2013

Closing Date: Until Filled

Summary:

The Tribal Health Director will manage the day to day operations of the LCO Health Center. The Tribal Health Director is responsible for overall administration, planning, organization, fiscal management, and supervision of all programs and staff of the Lac Courte Oreilles Community Health Center. Major duties and responsibilities include personnel management, fiscal Tribal management, Contract Health services management, planning, and coordination with other agencies and public relations. The Health Director will ensure compliance with Indian Health Service, and Federal Policies.

Qualifications:

- Master's Degree in Public Health or Administration preferred
- Three years experience in management of a Tribal Health facility required
- Knowledge of Indian Health Service Programs
- Knowledge of Federal Contracting Regulations and Procedures
- Experience in program planning, budgeting, proposal writing and management of Contract Health Services Program required
- The ability to work with many diverse agencies and supervise other health professionals
- Have a working knowledge of electronic health records, Internet software; Spreadsheet software and Word Processing Software
- Ability to understand budgets, expenditure reports, forecasting, and calculation of revenues / expenditures
- Must be able to pass a Background Check

Duties and Responsibilities:

- Provide supervision to all Health Center employees and delegate direct supervision to appropriate supervisors throughout each department
- Ensure proper management of program records, compliance and timely submittal of reports, and budgets
- Plans, organizes and implements goal orientated health programs
- Direct all activities of the LCO Health Center and ensure compliance with Tribal, Federal, State and / or Local regulations and requirements
- Attend or delegate staff to attend appropriate conferences, workshops, and meetings for purpose of representing the Lac Courte Oreilles Community Health Center and gathering and disseminating program and service related information
- Oversee the daily operations of departmental programs and services
- Conduct a minimum of one staff meeting per month to ensure that staff are aware of program activities and address program needs
- Ensure program grants / contracts are written and submitted to tribal council according to policy deadlines
- Submit written reports to Tribal Government as requested
- Ensures security of the building, office and clinic equipment as necessary
- Maintains confidentiality of records and information
- Must be willing to travel
- Attends Tribal Directors meetings
- Reports to the Tribal Governing Board as requested
- Prepare and / or review accreditation documents for Accreditation purposes
- Works with Indian Health Service and other agencies to address problems regarding patient care
- Enforces adherence to administrative and personnel policies and procedures
- Maintains comprehensive knowledge of all departmental functions and work activities
- Participates in budget and program planning
- Approves expenditures of less than ten thousand (\$10,000.) consistent with Tribal Fund policies

Qualifications / Skills / Knowledge

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the management knowledge, skill, and / or ability required of the Tribal Health Director.

- Demonstrated ability to plan, direct, and evaluate a performance –based and complex ambulatory health center
- Demonstrated knowledge of professional and technical aspects of health programs and related tribal services
- Demonstrated successful supervisory skills, including but not limited to staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity
- Demonstrated knowledge of Indian Health

- Demonstrated knowledge of current literature, trends, funding opportunities and developments in health care including the Affordable Care Act
- Demonstrated ability to develop, present, and gain acceptance for long-range program plans and budgets
- Demonstrated ability to respond to court directives with the provision of prevention, education, and intervention programs and services in the areas of juvenile justice, family violence, and community service programs, to address a broad range of community needs.
- Demonstrated ability to express ideas effectively, both orally and in writing
- Demonstrated abilities as a TEAM leader

Culturally Sensitive:

The Tribal Health Director must be culturally sensitive and knowledgeable of the customs, traditions, practices and sovereign status of the Lac Courte Oreilles Tribe

Supervision:

The Tribal Health Director is supervised by the Lac Courte Oreilles Tribal Governing Board with direct oversight of work activities by the Lac Courte Oreilles Health Board

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American preference will be given preference to candidates of equal or comparable qualifications.